



# loetb

Bord Oideachais agus Oiliúna  
Laoise agus Uibh Fháili  
*Laois and Offaly*  
Education and Training Board

A meeting of Laois and Offaly Education and Training Board was held on Monday 28<sup>th</sup> September 2015 at 5:00pm in the Boardroom, Floor 3, Castle Buildings, Tullamore, Co. Offaly

**PRESENT:**

Maura Brophy  
Molly Buckley  
Cllr. John Carroll  
Declan Costello  
Mary Cotter-Bracken  
Cllr Caroline Dwane-Stanley  
Cllr Catherine Fitzgerald  
Cllr Eddie Fitzpatrick  
Vivienne Keenan  
Cllr John King

Denis Magner  
Cllr Paschal McEvoy  
Cllr Liam Quinn  
Cllr Mary Sweeney  
Joe Thompson

***In attendance***

Joe Cunningham, Chief Executive  
Marie Bracken, Assistant Principal Officer  
Gemma Farrell, Administration

**1. APOLOGIES:**

Frank Smith, Ann Starling, Cllr Sinead Dooley and Cllr. Jerry Lodge sent their apologies.

**2. MINUTES OF LOETB MEETING:**

The minutes of the meeting which took place on the 27<sup>th</sup> July 2015, were circulated to members, taken as read and signed by the Chairperson.

*Proposed by:* Molly Buckley

*Seconded by:* Caroline Dwane Stanley

**3. MATTERS ARISING FROM MINUTES:**

Chairma  
Initials

Kalamazoo - 32576.000

There were no matters arising from the minutes.

#### 4. CORRESPONDENCE:

- ETBI (Millett & Mathew Solicitors) RE: ETB's and The Charities Act 2009 – Regulators of Charity
- Offaly Sports Council –RE: Request for the nomination of LOETB to the Board of Offaly Sports Partnership  
*Nomination: Mary Cotter Bracken*  
*Proposed by: Maura Brophy*  
*Seconded by: Mary Sweeney*
- ETBI (Email) – RE Motions at the ETB Conference 2015 – Members who attended agreed, that the standard of speakers and workshops were excellent, in particular the address of the President and the Minister.

#### 5. CHIEF EXECUTIVES REPORT:

Joe Cunningham, Chief Executive presented a report to members as follows;

##### Education Services

The new Autism Unit (Brosna Centre) has opened in Ard Scoil Chiarain Naofa, Clara with 6 students.

All schools reported excellent Junior Certificate results and Portlaoise College featured on the RTE Six One News.

##### Further Education and Training Services

###### Transfer of Training Services

The transfer of the training function to LOETB continues. Meetings have been held with SOLAS and LWETB to discuss a staff training plan and an indicative date of January 2016 has been set for completion of the process.

##### FET Internal Review

The FET strategy outlines a tentative timeline for the national review of all FET programmes. In advance of this, LOETB have commenced an internal review of all FET programmes. An initial meeting of all Youthreach staff has taken place with further sessions planned between now and January 2016. The process will review programme aims, objectives and outcomes, and involve consultation with all relevant stakeholders.

##### Youth Services

###### Youthreach

In addition to the Pre and Post Youthreach Programmes outlined at our last meeting there are a number of new initiatives being piloted across the Youthreach Centre's

- ❖ 'CareerFIT' - Clara/Banagher YR
- ❖ Employer Engagement - Edenderry YR
- ❖ New IT Initiatives – Clara and Mountmellick YR
- ❖ Mechanics Training – Portlaoise YR and The Block Youth Project
- ❖ NFTE- Network For Teaching Entrepreneurship in partnership with LCDC

## ❖ Youthreach Showcase Event

**Administrative Services****Human Resources**

- Sanction has now given by the Department for the filling of 1 Grade VI Officer and 1 Grade VII Officer on a temporary acting basis. Consequential vacancies that may arise from the filling of these positions may be filled in a similar manner.
- Ms. Eileen Kenna Quinn has been appointed as the VTOS Co-ordinator for Tullamore VTOS. She commenced on 1<sup>st</sup> September, 2015.
- Interviews will take place this week in order to add to our current Substitute Panel for 2015/2016.
- An Induction Day for teaching/tutors/SNA staff is being held on Friday, 2<sup>nd</sup> October, 2015.
- Staff have been requested to submit applications in respect of CPD Training. The closing date has been extended to 14<sup>th</sup> October, 2015.
- Induction and staff training for Caretaking/Cleaning Staff is scheduled for the October Mid-Term Break.

**Capital**

- The work at Tullamore College is progressing well and has advanced to roof stage.
- Tenders for loose furniture for Tullamore College are currently being prepared.
- Roof works at St. Fergal's College has been completed.
- Sanction has been received and work has commenced on additional accommodation for Ard Scoil Chiarain Naofa, Clara. Approval has also been received to replace the windows on part of the buildings.
- Portlaoise College has made a successful application for funding to develop an Agricultural Science Laboratory.
- Additional accommodation and electrical upgrade has commenced at Oaklands Community College.

**Procurement**

- Tenders are currently being sought for Emergency Lighting, CCTV, Intruder, and Fire Alarms for Portarlington FEC.

- Tenders for Consultants for refurbishment works in Youthreach Edenderry were sought – *Kenny Lyons* was successful.
- Tenders for Consultants for refurbishment works in Tower Hill, Portlaoise, were sought – *McCarthy O’Hora* was successful.
- Tenders were sought for the provision of canteen services in Portlaoise College and Portarlinton FEC – *Cafe Latte* and *CD Catering* were successful respectively.

Finance

- The audit of the first set of accounts for LOETB, covering the period July 2013 to December 2014, has been undertaken by *DHKN Chartered Accountants*, on behalf of C&AG.

Corporate Services

- Training for Boards of Management will be rolled out to Boards during October/November, 2015.

Information Technology

- The upgrade of IT facilities at Clara Youthreach is nearing completion. Plans are underway to deliver new IT initiatives in association with FIT (Fast-track to IT)
- LOETB website is to be updated based on a template devised by ETBI and part-funded by Irish Public Bodies (IPB).

Kalamazoo - 32576.000

**6. FINANCE REPORT – MONTHLY RETURN:**

- A summary of workings of Laois and Offaly ETB up to the end of August 2015 was presented to members. Members approved same.

*Proposed by:* Maura Brophy

*Seconded by:* Liam Quinn

- Fees for external members of Audit and Finance Committees

*Proposed by:* John Carroll

*Seconded by:* Liam Quinn

A query was made about the tender for loose furniture, to know if tender could be awarded locally. It was confirmed that the tender would have to be awarded in line with the national guidelines of the OGP but would be divided into a number of lots which should encourage local businesses to tender.

**7. Draft Annual Report**

Co. Laois VEC - January to June 2013

*Proposed by:* John King

Chairman  
Initials

*Seconded by: Pascal McEvoy*

## 8. BOARDS OF MANAGEMENT MINUTES:

The following Boards of Management minutes were circulated to members prior to the meeting for their consideration

### **Ard Scoil Chiarain Naofa, Clara : Draft 27<sup>th</sup> May 2015**

Proposed by: Vivienne Keenan

Seconded by: Denis Magner

### **Banagher College, Colaiste na Sionna: Draft 26<sup>th</sup> March 2015**

Proposed by: Vivienne Keenan

Seconded by: John Carroll

### **St Fergal's Rathdowney: Draft 26<sup>th</sup> May 2015 & 18<sup>th</sup> March 2015**

Proposed by: John King

Seconded by: Pascal McEvoy

Proposed by: John King

Seconded by: Pascal McEvoy

## 9. POLICIES/CHARTER FOR ADOPTION:

- **Laois and Offaly ETB - Hospitality Policy 2015**  
*Proposed by: Mara Brophy                      Seconded by: Mary Cotter Bracken*
- **Laois and Offaly ETB – Charter for Internal Audit**  
*Proposed by: Joe Thompson                      Seconded by: Liam Quinn*
- **Laois and Offaly ETB – Purchasing and Procurement Procedures**  
*Proposed by: Liam Quinn                      Seconded by: Mary Cotter Bracken*
- **Banagher College, Colaiste na Sionna**
  - Admissions Policy  
*Proposed by: Vivienne Keenan                      Seconded by: John Carroll*
  - Policy on admission of subjects to 1 subject level (Higher, Ordinary and Foundation) and 2 subject choices.  
*Proposed by: Vivienne Keenan                      Seconded by: John Carroll*
  - Child Protection Policy  
*Proposed by: Vivienne Keenan                      Seconded by: John Carroll*
  - Anti-Bullying Policy  
*Proposed by: Vivienne Keenan                      Seconded by: John Carroll*
- **Portlaoise College**
  - Admission Policy  
*Proposed by: Joe Thompson                      Seconded by: Mary Sweeney*
  - Code of Conduct  
*Proposed by: Joe Thompson                      Seconded by: Mary Sweeney*

